

Message Text

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ORIGIN SS-15

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S/S - MR. BRIDGES

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FM SECSTATE WASHDC

TO USMISSION USUN NEW YORK

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.) ACOM

SUBJECT: SECRETARY'S VISIT: COMMUNICATIONS - CABLE
TRAFFIC

1. AN EXECUTIVE SECRETARIAT (S/S) MEMBER OF THE SECRETARY'S PARTY WILL CONTACT THE C&R OFFICER UPON ARRIVAL AT USUN TO COORDINATE DETAILS OF COMMUNICATION SUPPORT.
2. AS OUTLINED IN STATE 085417 (15 APRIL 75) AND DEPARTMENT A-4945 (21 JULY 1975), ALL TRAFFIC FROM THE DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE ADDRESSED TO USDEL SECRETARY. MESSAGES FROM THE SECRETARY TO THE DEPARTMENT OR OTHER POSTS WILL BE FROM USDEL SECRETARY. TRAFFIC FROM "USDEL SECRETARY" WILL NOT BEGIN UNTIL THE ACTUAL ARRIVAL OF THE SECRETARY.
3. ALL TRAFFIC FROM THE DEPARTMENT FOR THE SECRETARY WILL CARRY A SEQUENTIAL "TOSEC" SERIES NUMBER FOLLOWING THE STATE MESSAGE REFERENCE NUMBER (MRN). CABLES FROM THE SECRETARY WILL CARRY A "SECTO" SERIES NUMBER AS THE LIMITED OFFICIAL USE

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MRN. SECTO CABLES WILL BE SIGNED "KISSINGER".

4. IN CONTRAST TO NORMAL PROCEDURES, IT IS ABSOLUTELY ESSENTIAL THAT THE MISSION ENSURE THAT ALL TOSEC/SECTO TRAFFIC BE GIVEN PRIORITY HANDLING AHEAD OF COMPETING MISSION TRAFFIC OF SIMILAR PRECEDENCE. ALL TOSEC TRAFFIC WILL CARRY AT LEAST PRIORITY PRECEDENCE. ONLY IN TIME SENSITIVE CASES WILL IMMEDIATE OR FLASH PRECEDENCE BE USED. ALL SECTO TRAFFIC HOWEVER SHOULD CARRY AT LEAST IMMEDIATE PRECEDENCE. MISSION COMMUNICATORS SHOULD REQUEST ACKNOWLEDGEMENT OF RECEIPT FOR ALL TELEGRAMS FROM USDEL SECRETARY. PARTICULAR ATTENTION SHOULD BE GIVEN TO USDEL ORIGINATED MESSAGES OF HIGH PRECEDENCE. FLASH MESSAGES, FOR INSTANCE, MUST BE RETRANSMITTED IF NOT ACKNOWLEDGED WITHIN 30 MINUTES.

5. WHEN THE SECRETARY DEPARTS, C&R SHOULD SEND A LAST SENT/RECEIVED MESSAGE TO THE DEPARTMENT, GIVING THE LAST TOSEC NUMBER AND MCN NUMBER RECEIVED AND DELIVERED, AND THE LAST SECTO NUMBER USED. THIS TELEGRAM SHOULD BE SENT IN THE MISSION'S MRN SERIES, NOT REPEAT NOT IN THE USDEL SECRETARY SERIES. IT SHOULD NOT REPEAT NOT CARRY A SECTO NUMBER.

6. S/S WILL BE ON CALL 24-HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. S/S SHOULD ALSO BE ALERTED IMMEDIATELY IF THE MISSION EXPERIENCES COMMUNICATION PROBLEMS WHICH WILL DELAY OR HALT MESSAGE TRAFFIC. S/S WILL KEEP COMMUNICATIONS UNITS INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

7. COMMUNICATORS SHOULD NOT REPEAT NOT ACCEPT ANY SECTO MESSAGE WHICH DOES NOT CARRY AN S/S CLEARANCE. IF ANY NON-SECTO CABLE IS DELIVERED TO A COMMUNICATOR WHICH PERTAINS TO THE SECRETARY'S VISIT, THE SHIFT SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER THE CABLE SHOULD BE IN THE SECTO SERIES. TOSEC CABLES SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER IF POSSIBLE AND ONE SIDE ONLY.

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8. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR THE SECRETARY'S PARTY. S/S WILL GIVE THE APPROPRIATE MISSION OFFICERS COPIES OF TOSEC/SECTO CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY AS APPROPRIATE. IN MOST CASES, HOWEVER, THIS WILL NOT BE NECESSARY SINCE TOSEC TRAFFIC INTENDED ALSO FOR MISSION ACTION OR INFORMATION SHOULD BE ADDRESSED BOTH TO USDEL SECRETARY AND USUN.

9. S/S WILL NEED 10 COPIES OF TOSEC/SECTO CABLES AND OTHER CABLES OF NODIS SENSITIVITY AND 15 COPIES OF EXDIS SENSITIVITY OR LOWER. REGULAR MISSION INCOMING AND OUTGOING TRAFFIC SHOULD BE SCREENED THOROUGHLY REPEAT THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES). COMMUNICATORS SHOULD ENSURE THAT PROPER LOGS ARE MAINTAINED SHOWING TIME OF DELIVERY OF ALL TOSEC/SECTO TRAFFIC TO S/S PARTY.

10. BECAUSE OF SENSITIVITY, THE COMMUNICATIONS SHIFT SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND MAKE NOTE OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING THE PROCESSING. ALL TOSEC/SECTO WORKING FILES, INCLUDING TAPES, SHOULD BE DESTROYED UPON DEPARTURE OF THE S/S TEAM.

11. OCCASIONALLY, WHEN SPEED IS ESSENTIAL, CERTAIN SENSITIVE MESSAGES IN THE TOSEC/SECTO SERIES MAY EMPLOY THE CAPTION QUOTE EXDIS DISTRIBUTE AS NODIS, UNQUOTE.

12. ALL COPIES OF NODIS AND NODIS CHEROKEE CABLES SHOULD BE GIVEN TO S/S. SOME CABLES WILL CARRY SPECIFIC INSTRUCTIONS THAT ALL COPIES AND TAPES ARE TO BE GIVEN TO A MEMBER OF THE S STAFF. FOR THESE, ALL COPIES AND TAPES SHOULD BE PLACED IN A SEALED ENVELOPE AND GIVEN TO S/S FOR PASSING TO THE APPROPRIATE S STAFF MEMBER. THE ENVELOPE SHOULD BEAR THE NAME OF THE S STAFF MEMBER AND HAVE THE TOSEC NUMBER ON IT.

13. SPECIAL SUMMARIES, CAPTIONED NODIS OR EXDIS AND CODEWORD WILL BE SENT FROM THE DEPARTMENT OPERATIONS CENTER. INSTRUCTIONS ON THE CODEWORD ASPECT OF THE SUMMARY ARE CONTAINED IN STATE 148625 AND 148626
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